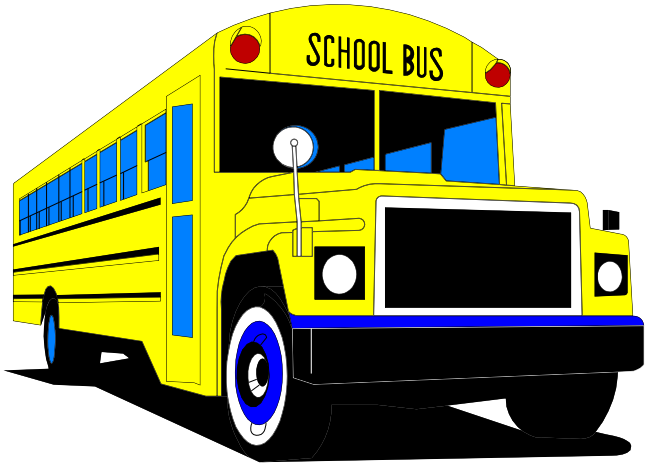
Transportation

Handbook



Greenon Local School District

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1-1. Mission Statement

It is the mission of the Greenon Local Schools Transportation Department to provide the service of safe, reliable transport of the district students. This will ensure the attendance of students to the district school environment and success of the educational programs provided.

1-2. Purpose Statement

It is the purpose of this document to provide general guideline for staff members working in the Greenon Local Transportation Department. Those standards and guidelines are necessary to accomplish the mission of our department.

The success or failure of any school district's transportation department depends on the professionalism and good judgment of its staff members. Where regulations and guidelines do not exist, each individual must make their own best decisions based on the Mission Statement above.

Any set of guidelines must be considered dynamic and as such must leave room for change and revisions as new issues arise. It may in the future become beneficial to add to, revise, or delete sections of this handbook.

When issues are covered by the current collective bargaining agreement that agreement shall prevail. This document is intended to cover the daily operating procedures that allow the effective and efficient operation of our department.

1-3. Introduction

The job of the ***school bus driver or bus aide*** has both dignity and responsibility, and gives each staff member the opportunity to be an ambassador or good public relations.

Transportation is one of the most vital parts of the school system. School bus personnel and school buses are the most frequent reminder of the school's presence in the community. The yellow bus is the only visible sign of education to many people. You, as the driver or aide, are a very important link in the chain between the school system and the public.

Transportation personnel have the greatest opportunity of all school staff members to help form a child's attitude with regard to proper driving, safety, fair play and how to get along with their neighbors in all phases of life.

In many cases the child's first impression of school depends a great deal on the bus driver or aide. The first experience of the day is the school bus ride and their relationship with their driver or aide.

1-4. GREENON LOCAL BOARD OF EDUCATION

Dennis Henry ……2812 Fowler Road
Board President Springfield, Ohio 45502
323-3486

Nelson Henning ….5982 Dayton Road
Springfield, Ohio 45502
864-2753

Mark Remmetter. 4690 Bolin Avenue
Springfield, Ohio 45502
322-6465

Becky Hale …… 156 Cimmaron Tail
Enon, Ohio 45323
864-1401

Keith Culp…….. 3761 Marion Dr
Enon, Ohio 45323
864-2753

1-5. CENTRAL OFFICE STAFF

Superintendent…….. Daniel Bennett

Treasurer……. Ryan Jenkins

Secretary……. Beverly Dean
Payroll……. Nancy Hayes
Bookkeeper…….Kathi Brentlinger
EMIS Secretary……Amber Myers

Phone……. 864-1202
Address……. 500 Enon-Xenia Road
Enon, Ohio 45323

1-6. TRANSPORTATION DEPARTMENT STAFF

Transportation Director……. Patty Brown

Secretary……... Kris Collingsworth

Mechanic……. Shane Myers

Bus Drivers:

Lori Blumenschein	Karen Eversole	Karen Shockey
Linda Brown	Nancy Hedge	Anna Simones
Patricia Brown	Ed Jaksic	Kevin Ward
Janet Burns	Herman Lewis	Tom Comer
Lori Carpenter	Carolyn Long	Ron Murphy
Adele Carter	Ronald Parks	
Regina Davis	Cynthia Sandlin	

Bus Aide: Virgil Wells

PART II: GENERAL BOARD POLICIES

2-1. EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education shall comply with all Federal Laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no classified employee or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

2-2. PREJUDICE, RACIAL OR DISCRIMINATORY ACTION OR BEHAVIOR

The Greenon Local Board of Education does not condone nor will it tolerate any display of symbols, signs, or gestures, or use of names or slurs that in any way demeans another individual either student or employee. This includes all racial and ethnic names that are held to be derogatory, all sexual terms held by either sex as demeaning, and symbols used to communicate a message of disrespect or hate about any individual or group of people.

Each individual should demonstrate respect to others regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economical background.

Disrespect is not acceptable! Not in direct use and not by innuendo, suggestion, or connotation. Any demonstration other than that of respect will be deemed unacceptable behavior and corrective measures will follow swiftly.

2-3. DRUG – FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting that is not tainted by the use or evidence of use or any controlled substance.

The Board shall not permit the manufacture, possession, use or distribution, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the District's classified staff at any time while on District property or while involved in District-related activity or event. Any staff member who violates this policy shall be subjected to disciplinary action in accordance with the District guidelines and the terms of the collective bargaining agreements.

2-4. SCHOOL BUS DRIVER DRUG AND ALCOHOL TESTING

To define the Greenon Local District's strong commitment to provide a safe workplace for all, to promote high standards of performance, to protect our employees' and students' health and safety and to comply with the Drug Free Workplace Act of 1988 and the requirements all

Greenon Local School Bus drivers will be required to submit to random drug and/or alcohol screening as assessed by the contracted health care provider for the Board of Education. This is in accordance with the requirements of 49 CFR Part 382-391 (Federal) and Commercial Driver's license requirements of the State of Ohio that all employees in safety sensitive positions be free from illicit drug, alcohol or other substances that may affect performance while driving.

2-5. PHYSICAL EXAMINATION

Each School Bus Driver, department employee, or employee candidate will submit to an annual State required T-8 physical at the assigned Board of Education contracted health care provider. The Board of Education or Superintendent reserves the right to require any department employee, or employee candidate to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the Superintendent's guidelines and/ or the terms of the current valid collective negotiated bargaining agreement.

2-6. SCHOOL CLOSINGS

Decisions regarding the delay or closing of school will be made as early as possible. The staff will be given an updated telephone "snow chain" each year to quickly notify all personnel. If anyone fails to reach their designated person, he/she should call the next person in line.

2-7. USE OF TOBACCO

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences for both the user and the nonuser and is, therefore, of concern to the board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter of substances that contain tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by classified staff in school buildings at all times. Such prohibition also applies on school grounds, on school buses, and at any school – related event, except at designated times and in designated areas.

2-8. REVOCATION OF BUS DRIVING CERTIFICATE

According to reasons set forth in Section 3319.081 of the Ohio Revised Code(just cause), the Greenon Local Board of Education may revoke the bus driving certificate and/or terminate the employment of a bus driving employee for the following:

- Failure to file notice within one (1) working day of conviction of any traffic violation and/or a notice of a driver's license suspension or revocation or first contractual workday of the school year.
- Reckless operation of a motor vehicle during the course of employment
- Driving while under the influence of drugs and/or alcohol during the course of employment.
- Possessing a driving record such that the carrier providing fleet insurance for Greenon Local refuses insurance or charges a premium rate for the employee.
- Involvement in an accident while driving a school vehicle where the employee is at fault that results in serious injury and/or fatality
- Involvement in more than two (2) chargeable accidents within a 24 month period while driving a school vehicle.
- Violations of the Greenon Local Policies and Administrative Guidelines.
- Violations of the regulations as set forth in the Ohio Pre-Service School Bus Training Manual or the Federal Commercial Drivers License Manual.
- Medically unable to perform bus driving duties as certified by a medical examination paid for by the Greenon Local Board of Education.
- Greenon Local may suspend or terminate any school bus driving employee who has a total of six (6) points charged against him/her within a period of two (2) years. Those with four (4) points on their license will be considered on probation due to insurance carrier recommendations.

2-9. SEXUAL AND OTHER FORMS OF HARASSMENT

The Board of Education recognizes that a classified staff member has the right to work in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct, which has the purpose or the effect of hostile, discriminatory, or offensive working environment disrupts the educational process and impedes the legitimate academic concerns of the district.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited conduct includes that which has the purpose of or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

The harassment of a staff member or student of this District is strictly forbidden. Any classified staff member or agent of this Board who is found to have harassed a classified staff member, student, or other employee of this District will be subject to discipline in accordance with law and/or the terms of any applicable collective bargaining agreement.

2-10. DANGEROUS WEAPONS

The Board of Education will not tolerate the possession of weapons or any other device designed to inflict serious harm by any staff member while on the District property, at school-sponsored event, or on a school vehicle. Ref Board policy # 4217 for classified employees.

2-11. AUTHORIZATION OF FIELD TRIP PASSENGERS

Any student riding on the Greenon Local buses to or from a district sponsored event must be participating in or affiliated with the event being transported. A list of the participants, statisticians, or equipment handlers is the responsibility of the teacher/coach. Those listed must be of school age k-12.

Adults are not to ride with the driver unless appointed as chaperones as stated in Ohio Revised Code # 3301-83-17 "Authorized & unauthorized passengers"

PART III: BOARD POLICIES ON STUDENT TRANSPORTATION

3-1. BUS REGULATIONS

The purpose of school transportation is to deliver students to and from school and authorized curricular and extra-curricular events; therefore, the same conduct expected in school is required on the bus and at loading points on and off school property.

Students must ride assigned buses unless an alternative need exists. Permission to switch buses must be approved through the Transportation Office (328-5363) or by the building administrator by 10:00am on the day of the change

3-2. BUS RULES

1. Cooperate with the bus driver
2. Observe the same conduct as in classroom
3. Stay seated at all times, driver may assign seats.
4. Quiet at Railroad tracks
5. Bus Driver is authorized to assign seats
6. Keep head, hands, feet, and all other items inside bus
7. Do Not eat, drink, or chew gum on the bus-STATE LAW
8. Do not smoke or use tobacco products
9. Do not vandalize the bus.
10. Keep bus clean. No throwing of objects in or out of bus
11. Be courteous: use no profane or objectionable language
12. Students are responsible for all personal items

3-3. STUDENT SAFETY AND WELL BEING

The Board of Education requires that safety and welfare be ensured during the time students are being bused to school. The Board holds that busing is a privilege, not a right, which may be removed from any student who violates the rules of the District, or who conducts himself/herself in a manner which is considered dangerous to persons or property or a threat to the safe operation of the school bus.

The school bus driver is responsible for discipline of students while they are being transported to or from school. Drivers are encouraged to communicate with parents about discipline problems. When, after attempts to handle the discipline on the bus have been tried, a problem with student conduct requires assistance, the driver shall report it in writing to the building principal. A student may be suspended from bus transportation by the principal for disciplinary reasons up to a maximum of 10 days, in which case the parents are responsible for the student's transportation.

Students suspended from bus transportation shall be given written notice of their suspension and the reasons therefore, and an opportunity to appear at an informal hearing to answer the charges against them. Students whose conduct on the bus is so grievous as to consider expulsion from bus transportation shall be provided with the hearing privileges of ORC 3313.66 B,D,and E.

3-4. CPR/FIRST AID

CPR/FIRST AID information will be on each bus for quick reference when needed. In each first aid kit and seat pocket shall contain quick reference guides for CPR/first aid. Buses may also have magnetic flip charts easily available for CPR/first aid reference

3-5. VIDEO MONITORING SYSTEM

As video monitoring systems are purchased, their uses will be phased in on all buses in compliance with Board Policy. Those buses with the older style camera "boxes" in place will have camera placement determined by the Transportation Supervisor on the basis of student conduct reports, parental complaints of student conduct, requests from drivers, or random assignment.

Drivers may request a camera placement on their bus; however, they cannot refuse placement. If the camera is equipped with an on/off switch, it must remain on at all times that students are on the bus. This includes activity trips. The camera would be turned off only when the bus is empty of passengers.

In so far as possible, drivers will be notified the day before their bus is selected for camera placement. The mechanics are responsible for putting cameras or tapes (new VCR style) on the appropriate buses and their subsequent removal.

The tapes for cameras will be removed after each route session (90 min.). Those buses equipped with VCR type Bus Watch Systems will have tapes removed every other day (6hrs) and stored for 5 days unless a problem has occurred.

Each bus is to be equipped with the Notice that video/audio taping is in use. At the beginning of each school year, all students and drivers shall be notified that they are subject to being videotaped on the school bus at any time. Drivers/Administration will be allowed to view the tapes to identify disruptive behavior. Equipment to view tapes will be at the transportation office.

The video cameras and tapes are not normally used to monitor and/or evaluate the job performance of drivers and aides. However, they may be used during the investigation of a complaint by parents, students, or authorized school authorities. The tapes will not replace the discipline policy, the authority of the driver, or the responsibility of school officials.

The tapes are to be stored in a secure location designated by the Transportation Supervisor. If an incident is reported, the tape will be held pending final resolution and time for appeal. If no incident is reported upon review of the tape by the driver/supervisor, the tape will be erased within 5 working days of the recording date. Tapes must be dated and have the bus number and driver's name in order to ensure proper identification. A log shall be maintained on the use of video camera.

PART IV: DRIVER RESPONSIBILITIES

4-1. GENERAL:

School bus drivers are directly responsible to the transportation director.

School bus drivers are responsible for the safe and efficient transportation of students & maintaining discipline on the bus.

School bus drivers are responsible for promoting good public relations by their appearance, attitude, conversation, and the appearance of the bus.

Drivers must be aware of and conform to all Federal & Ohio State Laws & Regulations and Greenon Local District Policies and Transportation procedures.

Drivers must maintain a current CDL license with an S & P endorsement and complete any requirements to maintain a School Bus Driver's Certificate from the Sate of Ohio

Drivers must be able to write legible work orders to mechanic for repairs to bus as needed

Drivers must refuel buses at no less than ¼ tank for gas; ½ tank for diesel

Drivers must maintain bus cleanliness inside & out

Drivers must attend in-service meetings as required

Drivers must complete a daily pre-trip inspection as required prior to removing bus from lot for routes or field trips and fill out bus inspection log.

Drivers are responsible for maintaining up to date route sheets (with place of safety), bus info sheet for subs, and seating charts in the driver route book on board the bus & IN THE OFFICE

Drivers are responsible for completing all payroll items in a timely manner. All items on time cards and trip tickets should have proper information listed

Drivers using a sub bus must clean, fuel, and park in the proper space after use.

4-2. DUTIES

There are duties bus drivers are expected to do that directly affect the safety of students and protect the property of the Transportation Department. They include the following:

1. Never leave the bus unattended with students on board.
2. Never refuel with students on board or leave the bus unattended at the pumps.
3. Remove the fire extinguisher and keys nightly and place in the assigned locker
4. Never operate the bus with the service door open at any time and ONLY the driver shall operate the service door.
5. Always park legally and where the bus is as safe as possible
6. When parked in an area where there is access to the bus, bleed the air from the brake system so bus cannot roll if brake is released.
7. When students are loading or unloading, the driver must remain with the bus.
8. Be sure to close all windows and hatches at the end of morning and afternoon routes and at other appropriate times.
9. Always clear windshield, rear window, and mirrors in inclement weather.
10. When parking after route or trip completion walk to the rear of the bus checking for sleeping students, personal belongings, or damage to bus seats. Place the "bus empty" sign in the rear window.
11. Parking in the compound shall be in appropriate numbered space unless otherwise instructed.

4-3. DRESS AND GROOMING

All classified employees of the district are expected to dress and groom themselves appropriately. Student conduct and behavior is often greatly influenced by the appearance and mannerisms of school employees.

No slogan tee-shirts that convey messages about drugs, sex, alcohol, or profanity.

When wearing shorts the appropriate length is mid-thigh

No midriff revealing tops.

Shoes should be comfortable and sturdy and may include sandals with ankle strap on heel
No slip on "mule"/"flip flop" shoes.

4-4. UNNECESSRY STOPS

It is not permissible to use busses for any personal reasons. Drivers cannot stop at the store or at any other location unless the stop is official business.

4-5. CELL PHONES/RADIO USEAGE

State law prohibits use of cell phones on busses unless stopped off the road for emergencies only.

The use of the two-way radio is for bus or student information traffic only. Drivers should refrain from using the radio as an intercom for personal use.

4-6. EMERGENCY DRILLS FOR BUSES

The transportation Supervisor, School Administrator, and Bus Driver shall organize and conduct three (3) emergency exit drills for all students who ride school buses to & from school. Each of the following emergency procedures shall be conducted at least once annually.

- Everyone exits through the front door
- Everyone exits through the rear door
- Front half of the bus exits the front door; rear half exits through the rear door

The following are list of guidelines for conducting the drills:

- Drills shall be held on school property and not on bus routes.
- Driver shall stay in the bus during the evacuation drills.
- The parking brake is to be set and the engine off.
- Children shall not take lunch boxes, books, etc. when leaving the bus
- Students shall assemble at a distance of at least 150 feet from the bus(if practical) in an emergency drill and remain there until given further directions.

Each driver will complete the Emergency Evacuation Form for each school and route with all appropriate information and submit that form to the Transportation Office.

4-7. MECHANICAL BREAKDOWNS

There are situations when your bus may breakdown or get stuck even when your have been extremely careful. If this happens, follow these guidelines:

- Contact the bus garage by radio or by using the emergency information cards in your first aid kit.
- Give clear concise directions as to your location and the possible problem

When stuck:

- Be sure students are safe. If extremely cold and running bus for heat, be aware of possible carbon monoxide build up in the bus. Run the bus no longer that 15 to 20 min while standing still. Crack the windows to allow for fresh air and be sure the tail pipe is clear of obstructions.
- If stuck, do not rock the bus in excess in an effort to get out. This will damage the transmission and often cause you to get in a deeper rut.
- If you manage to get free on your own or with help from a passerby, call the garage immediately.

When broken-down:

- If possible move off the roadway to prevent accidents with other traffic.
- Set the emergency brake.
- Turn off the ignition and remove the key
- Activate 4-way hazard lights
- Keep students in the bus, unless safety conditions(possible fire, dangerous roadway, etc.) warrant evacuation.
- Position flares or warning triangles as appropriate,
- Keep students calm and never leave them unattended.

4-8. BUS ACCIDENT

Hopefully, drivers will never experience an accident, but in the event of one, the driver must be totally prepared. Remaining as calm as possible is extremely important. The following emergency procedures are from the Ohio School Bus Pre-Service Training Manual:

- Stop the bus.
  a. Set the parking brake
  b. Put in proper gear for shutdown
  c. Activate hazard lights
  d. Shut off engine & remove Key

- Notify Transportation Office by Radio using YELLOW code alert or have a bystander call the office.
  a. Give location, number & type of vehicles involved and if injuries exist
  b. NEVER move bus until instructed by law enforcement

- Reassure children and check for injuries
  1. Be clearly in command
  2. If students are injured:
     1. Obtain help from by standers
     2. Apply basic first aid

- Be alert for fire or possible fire
  1. Ruptured fuel tank
  2. Smoke

- Decide whether or not to evacuate bus
  1. Make a decision quickly
  2. Locate a safe spot to evacuate and get away from the bus

- Protect the scene of the accident from further accident by employing safety devices.
    1. Use a fusee or reflective triangle 100 feet to front of bus and 10 feet & 100 feet to rear of bus all on traffic side
    2. If on a hill or curve place devices up to 500 feet to the rear or front of the bus.

- Locate witnesses
- Do not discuss the accident with other drivers or bystanders. Cooperate with law enforcement investigating the scene.
- Have a list of student's names, ages, addresses, and telephone numbers.
- Be aware of who will notify parents or guardians of students.
- Exchange insurance information with the other driver
- Report to Current health provider for the Board of Education or to the emergency room for a post-accident drug/alcohol test.
- Fill out appropriate forms within 15 days of the accident to the State of Ohio Dept. of Education and within 30 days to the BMV of Ohio (Appendix A)

4-9. MIRROR ADJUSTMENT GUIDELINES

Mirrors offer your only contact with the traffic situation behind you. Their proper adjustment is an important part of good driving. The following are guidelines to proper mirror adjustment.(APPENDIX B)

- While sitting in the seat, adjust the mirror so that it highlights the rear of the vehicle and you can see several hundred feet behind it.
- Adjust the outside mirrors from the same seated position using a helper if needed.
- If adjusted correctly, the side mirrors will allow you to see the lane of traffic behind for several hundred feet using the edge of the bus as a reference point.

- Buses are equipped with convex mirrors to allow the driver to see pedestrian traffic that is very near the bus. Adjustment should be set to insure proper visibility for the individual driver. Convex mirrors should not be used for distance or location judgments, but only for determining the existence of pedestrian or other obstruction in the mirrors' field of view.

4-10. RAILROAD CROSSING

1. **Do not** pass on railroad tracks.
2. **Do not** go around crossing gates that are down.
   Call the base to report the problem and wait for a police office, railroad official or authorized school official to cross the bus if the gates are malfunctioning.
3. If crossing lights are on (non gated crossing) but there is no train visible in either direction the driver must call in to the base to report the problem. The base will note the date, driver, bus #, and time of day before relaying to the driver to proceed using his/her judgment when safe to cross.
4. Rail road crossing procedures
   - The driver of any school bus with or without passengers shall come to a complete stop at railroad crossings.
   - When 300 feet from a railroad crossing, the driver shall activate the hazard (4-way) lights and request silence from the passengers.
   - All electrical accessories (heaters, defroster, radio, etc.) shall be turned off upon approaching the crossing and remain off until the bus has cleared the crossing. If in use wipers shall remain on
   - The driver shall stop the bus no more than 50 feet or closer than 15 feet from the nearest rail, shift the bus to neutral, set the parking brake, open the driver's window, and fully open the service door.
   - The driver shall listen and look in both directions for approaching train traffic.
   - After checking the crossing, the driver shall shift the bus into gear, look and listen again, close the service door, and drive across the tracks without shifting gears, canceling hazard (4-way) lights when the rear of the bus has cleared the last rail and is 50 feet from the crossing.

4-11. BUS MAINTENANCE / PREVENTATIVE MAINTENCE

The care of each bus is the responsibility of the driver, the mechanics, and the passengers on the bus. Because the driver spends most of the time on the bus and is responsible for the overall operation of the bus, the driver is ultimately responsible for the condition of the bus. It is extremely important for drivers and mechanics to work closely together.

If ever a major defect exists that would make a bus unsafe to operate, the vehicle is not to be operated until it has been repaired. If a minor defect exists that does not directly affect the safe operation of the bus, the bus may still be driven but shall be repaired as soon as possible.

The daily inspection of the bus, as outlined in the Ohio Department of Education Pre Service Manual cannot be overemphasized. This inspection should be a matter of habit and is part of your paid salary.

4-12. PROCEDURES FOR MAINTENCE WORK

When regular preventative maintenance (oil change, etc.) or other needed maintenance the following procedure should be followed:

1. Complete the pre-trip log book marking the problem needing attention. File the top sheet in the driver area as usual. (Appendix C)
2. Complete the repair notice with appropriate details. Keep the bottom copy for your records and give the top copy to the mechanic.
3. When the need is scheduled service it is the driver's responsibility to fill in a repair notice (Appendix D) that service is due by the mileage indicated on the "next service" tag located on the bus dash. The mechanic will notify the driver when to bring the bus into the garage and whether the driver will take a spare for the next route.
4. The mechanic will give verbal information to the driver on possible problems to watch for or additional service scheduling when bus is returned.
5. The mechanic will fill out a work order for each bus reporting what has been done.

NOTE: This procedure has been established so that everyone can work cooperatively and have an understanding of the correct maintenance process. It must be understood that procedures don't always operate as smoothly as outlined on paper, so drivers and mechanics must be flexible.

4-13. DEFENSIVE DRIVING

A defensive driver is:

1. One who makes allowances for the lack of skill, knowledge, and proper attitudes of other drivers.
2. One who knows that others will make mistakes, expects them, and then attempts to avert any situation which could result in an accident.
3. One who avoids making mistakes
4. One who expects the unexpected, assumes THE WORST, and spots a potentially dangerous situation long before it occurs.

Reasons for being a defensive driver:

1. To avoid being involved in an accident
2. To protect the lives and property of those in your care

To become a defensive driver:

1. One must realize that driving is a full time job.
    - A driver must concentrate on driving
    - A driver must realize that driving is mental decision making rather than physical ability. It is a state of mind & attitude.

2. One must master the skills of defensive driving.
    - Get the big picture
        Keep eyes moving
        Be aware of movements of vehicles and pedestrians
    - Predict what could happen
        Expect the other driver to do something "wrong"
        Play the "What if?" game: What if the car does not stop?
    - Decide on a course of action
        Change speed, position. Brake
        Leave an escape route is possible.

Some special concerns of School Bus Drivers:

1. Since a school bus is constantly stopping for loading & unloading it moves slower than other traffic. This requires the driver to be always alert and cautious.
2. A bus load of students puts stress on the driver's emotions. This requires the driver to control the students and him self to be able to concentrate on driving. Also to be aware that personal problem influence driving ability.
3. The additional size and weight of the bus determines the driver's course of action in problem situations. More time to cross at intersections or make other maneuvers, more needed space between the bus and other vehicles, and longer braking distances are all factors the driver should know.

Each driver has been given a **Safety Hand book** on **defensive driving practices**. Each driver should routinely review the handbook to keep the information given in quick memory when needed.

4-14. PAPER WORK / FORMS

The paper work and forms that are required of bus drivers assist drivers in being responsible and prudent. The drivers should be aware of the following paper work and/or forms:

1. Incident Reports - Submitted to Supervisor(Appendix E)
   - Used if a student behavior is such that he/she could be injured or cause injury to others
   - Used if a student continuously behave in an inappropriate or disruptive manner without regard to others.
   - Used if student refuses to comply with driver and bus rules set forth in student handbook
2. Student accident report – Submitted to Supervisor(Appendix F)
   - Document any injury to student that may have occurred while boarding, riding, or departing the bus.
3. Emergency Medical authorization form-Kept on the bus in folder (Appendix G)
   - To be completed by student or parent for emergency medical treatment preferences and numbers.
4. Extra curricular School Bus Trip Ticket – Kept on bus while on trip as authorization to travel. Returned to office as pay sheet and mileage sheet when trip is completed (Appendix H)
5. Extra hours time sheet (Appendix I)
   - All personnel --submitted to office
   - To be filled out properly and completely for payment of extra time due, as example: subbing a noon run, running an extra route, late in from scheduled route time.

4-15. PERSONNEL TRAINING PROGRAM

Training and Periodic Re-certification of all Ohio school bus drivers must be accomplished as stated in Rule # 3301 – 83 -10 of Ohio Revised Code. This rule is outlined in Appendix J of the handbook. Training to complete this process will be given by a district designated On Bus Instructor.

Each driver is required to be certified in American Red Cross CPR and Blood Bourne Pathogens each year and First Aid every other year. The district will establish times for training sessions of these items.